



FRIENDS OF SOUTH WEST POLICE HERITAGE TRUST COMMITTEE  
MEETING

1100 MONDAY 30 OCTOBER 2017

|          |                |                   |
|----------|----------------|-------------------|
| Present: | Andy Bickley   | Chairman          |
|          | Pam Giles      | Vice Chairman     |
|          | Sue Crowley    | Treasurer         |
|          | Brian Edmunds  | Transport Manager |
|          | Andy Francis   | Web Master        |
|          | Jane Wilkinson | Secretary         |

1. The Chairman opened the meeting at 11.05. There were no apologies received for absence.
2. Minutes of the previous Committee Meeting held on 24 July 2017 were approved and accepted as a true and accurate record.
3. Matters arising:

Item 4.i Van Livery update. Brian reported that, following a recommendation from the web Master, a quote had been obtained from a firm in Crediton which would be £495 + VAT. The Chairman stated that he felt that it may be a requirement for us to provide two quotes for submission. Ongoing.

Item 5i.1 and 5i.2. As the Communications Officer was not present there was no report on either actions. Secretary to contact Janette and ascertain situation.

Item 5i.3 Breakdown of Income and Expenditure. The Treasurer reported that she had provided this to the Chairman. Action complete.

Item 5i.4 £200 donation for use of Tardis. Action ongoing.

#### 4. OFFICERS REPORTS

##### i. CHAIRMAN.

The Chairman informed the committee that he was due to meet with The chair of the South West Police Heritage Trust Trustees, Mr David Rees and the collection Curator, Hilary Bracegirdle, the following week. He hoped today to clarify a number of areas which would enable him to take them forward for further discussion at the forthcoming meeting.

- a) The current situation with the constitution was that it was still awaiting legal comment and as yet no feedback had been received.
- b) Identifying suitable accommodation for the collection going forward.
- c) The preferred logo and strap line was selected from those produced.
- d) Clarification of a previous suggestion that the Friends Public Liability insurance, currently with NFU mutual, could be met by the Trustees.
- e) The possibility of funding a full time archivist for 18 months to assist with the written collection.

The Chairman acknowledged that he fully appreciated the enthusiasm and commitment from the Friends to move issues forward. Following the meeting he would debrief the committee on progress made.

##### ii. TREASURER.

The Treasurer report that to date cash in hand was £1282.65. An outline of all income and expenditure was attached. There were no outstanding payments to be met.

##### iii. SECRETARY

The Secretary reported that the current membership stood at 58 and since the introduction of the membership mojo database most members had renewed their membership. As this seemed to be working successfully it had just been renewed for another year

iv. TRANSPORT MANAGER

Brian reported that following the update he had already given on the new van Livery, he had nothing further to report.

v. WEB MASTER

Andy stated that he was treading water so far as progress on the web site. Until name and logo clarification was agreed little further could be done. Despite this, the Facebook membership had increased by 25 people. He emphasised how important social media, marketing and branding was to any organisation and pivotal to our reaching the public and vice versa.

vi. COMMUNICATIONS: The Comms Officer was absent from the meeting.

5. Fundraising

This was discussed at length. Pam reported that she had been investigating options, one of which included a speaker on Forensic Botany. The cost of the talk plus accommodation and expenses was cost prohibitive to the Friends. However, if a sponsor could be found then the cost of the tickets could come to the Friends. Sue reminded the meeting that during an event attended with the van, the author Micheal Jekks had expressed an interest and offered to help so it may be worth contacting him. Pam to speak to Hilary to ascertain if she may be able to help. Ongoing.

6. CURATOR.

The Curator updated the committee on a wide range of ongoing issues which included:

- Establishment of charity and Limited Company status
- Development and approval of the business plan
- Recruited additional trustees to address skills gap
- Approved a Collections Development Policy
- Meeting with Heritage Lottery Fund
- Paper of recommendations regarding relationships and development of the Friends.
- Establishing partnerships with trusts and societies
- Weeding of duplicate uniform.

- The commission of specialist conservation and management reports for the three collection areas
- Purchase of industry standard collection care database CALM (still being installed).

7. The date for the next Meeting, January 2018, would be circulated.
8. There being no further business the meeting closed at 1255.